



CYNTHIA D. BANKS  
Chief Deputy Director

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COMMUNITY AND SENIOR SERVICES  
OF LOS ANGELES COUNTY

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*"To Enrich Lives Through Effective And Caring Service"*

BOARD OF SUPERVISORS

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MICHAEL D. ANTONOVICH

November 30, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO ACCEPT AND ALLOCATE FISCAL YEAR (FY) 2004-05 STATE OF  
CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) NATIONAL  
EMERGENCY GRANT (NEG) WILDFIRE DISASTER TRAINING FUNDS  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of Community and Senior Services (CSS) or designee, to accept \$367,616 in FY 2004-05 National Emergency Grant (NEG) Wildfire Disaster Training funds from the State of California Employment Development Department (EDD), to augment the cleanup and restoration efforts in the wake of the wildfires and mudslides in Southern California last October by providing training and reemployment assistance. Of this amount, \$338,207 will be used for direct program services and \$29,409 will fund CSS administrative costs. Funding has been included in the Department's FY 2004-2005 Adopted Budget.
2. Authorize the Director of CSS or designee, to accept funding augmentations or reductions from EDD, up to 25% of the original allocation, provided that the Director of CSS notifies the Board of Supervisors and the Chief Administrative Office (CAO) in writing within ten working days of acceptance.

3. Authorize the Director of CSS or designee, to execute a contract amendment in substantially similar form to Attachment A with the Human Services Consortium of the East San Gabriel Valley (dba LA Works), effective date of Board of Supervisors approval through December 31, 2005, and to allocate \$113,299 in State EDD NEG Wildfire Disaster Training funds for the provision of employment-related services and permanent employment for those affected by the disaster. The cost of the contract will be fully financed using NEG Wildfire Disaster Training funds from the State EDD.
4. Authorize the Director of CSS or designee, to execute a contract amendment in substantially similar form to Attachment A with the Los Angeles Community College District/LA Mission College, effective date of Board of Supervisors approval through December 31, 2005, and to allocate \$224,908 in State EDD NEG Wildfire Disaster funds for the provision of employment-related services and permanent employment to those affected by the disaster. The cost of the contract will be fully financed using NEG Wildfire Disaster Training funds from the State EDD.
5. Authorize the Director of CSS, or designee, to execute contract amendments, in substantially similar form to Attachment A, to increase or decrease the amounts based on contractor performance and availability of funding or time extension provided that: (a) the amount of change does not exceed 25% of the total contract amount; (b) approval of County Counsel and the CAO is obtained prior to any such amendment; and (c) the Director of CSS confirms in writing to the Board of Supervisors and the CAO within 30 days after execution that such amendments have been executed. This action assures full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended action will enable Community and Senior Services (CSS) to accept \$367,616 in State EDD National Emergency Grant (NEG) Wildfire Disaster funds for the purpose of assisting Los Angeles County in mitigating the effects of the fires in the Simi Valley, Verdale, and Padua in November 2003. This will augment the previous NEG funding of \$725,992, for a total of \$1,093,608, to be expended by December 31, 2005, and will fund training and placement assistance for workers permanently dislocated as a result of the disasters.

Performance Measures

The NEG program is aligned with the County's Performance Counts! Initiative for job placement; 72% of those enrolled in the program are projected to obtain unsubsidized employment. With this new funding, it is anticipated that approximately 40 participants will be placed in training-related positions utilizing the skills gained during their temporary assignments.

Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the County Strategic Plan by ensuring access to employment services (Goal #3, Organizational Effectiveness), and by ensuring that service delivery systems are efficient, effective, and goal oriented.

**FISCAL IMPACT/FINANCING**

The total cost of the recommended actions is \$367,616. Budgeted categories are as follows:

<b>FUNDING CATEGORIES</b>	<b>BUDGETED AMOUNT</b>
Los Angeles Community College District- Los Angeles Mission College	\$224,908
Human Services Consortium of the East San Gabriel Valley (dba LA Works)	\$113,299
CSS Administration	\$ 29,409
<b>TOTAL</b>	<b>\$367,616</b>

Funding has been included in the Department's FY 2004-05 Adopted Budget during the Supplemental Budget changes phase. There is no impact on the County General Fund.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On December 1, 2003, CSS received notification that the Workforce Investment Act (WIA) subgrant had been modified to incorporate FY 2003-2004 NEG funds into the Agreement. The NEG funding was earmarked to assist the County of Los Angeles in mitigating the effects of wildfires in the Simi Valley, Verdale, and Padua in November 2003.

The Honorable Board of Supervisors  
November 30, 2004  
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On January 6, 2004, the Los Angeles County Board of Supervisors (BOS), on a motion made by Supervisor Antonovich, authorized and instructed the Director of CSS to accept \$225,992 in NEG funds and to execute contracts with the Antelope Valley and LA Works WorkSource Centers to repair damages caused by the fires. The funds are to be used to support victims who were directly or indirectly affected by the disaster through the creation of temporary jobs for NEG-eligible persons.

An additional \$500,000 in FY 2004-2005 NEG funds was awarded to the County of Los Angeles on June 23, 2004 to provide temporary employment and re-employment services to NEG-eligible individuals who were affected by the fires. Use of these funds was extended by the Department of Labor through December 31, 2005. This action was approved by the Board of Supervisors on September 21, 2004.

On September 20, 2004, CSS received notification from the State EDD that the subgrant had been modified to incorporate \$367,616 in NEG Wildfire Disaster Training funds into the Agreement.

The initial allocation of NEG funding was earmarked to assist the County of Los Angeles in mitigating the effects of wildfires in the Simi Valley, Verdale, and Padua areas. The fires and mudslides affected the cities of Claremont, Santa Clarita, La Verne, and the unincorporated areas of Stevenson Ranch and Palmer Canyon. The temporary jobs were created to assist victims, and tasks performed included assisting in the restoration of the grounds and trails, replanting, erosion control, and cleaning debris in the affected areas.

The Wildfire Disaster Training funding will enable service providers to focus on more intensive employment assistance for workers permanently dislocated as a result of the disasters. This funding will provide re-employment services for those who have already completed their temporary jobs and now need permanent employment. In addition to training and assistance in obtaining permanent jobs, participants may receive supportive services such as transportation and work-related equipment, emergency medical assistance and childcare.

The CAO has reviewed and concurs with the recommended actions. County Counsel has reviewed and approves Attachment A substantially in the form attached to this letter.

### **CONTRACTING PROCESS**

The WIB grandfathered the Los Angeles Community College District-Los Angeles Mission College/Northeast San Fernando Valley WorkSource Center and the Human Services Consortium of the East San Gabriel Valley (dba LA Works) into the One-Stop Delivery System in accordance with the WIA, which allows the local board (WIB), chief elected official (Board of Supervisors) and the Governor to approve the continuance of one-stop operators in a One-Stop Delivery system established prior to the enactment of the WIA; except for two that were subject to a Request for Proposal process. This process was submitted as part of the Five-Year Plan (as required by the WIA) and approved by the Workforce Investment Board, Board of Supervisors and the Governor of the State of California.

The County of Los Angeles, through CSS, currently contracts with Los Angeles Community College District-Los Angeles Mission College to provide WIA Adult and Dislocated Worker program services through the Northeast San Fernando Valley WorkSource Center through June 30, 2005, as approved by your Board on June 15, 2004.

The Human Services Consortium of the East San Gabriel Valley (dba LA Works) also provides WIA Adult and Dislocated Worker program services through June 30, 2005, under a contract approved by your Board on June 15, 2004.

### **Monitoring**

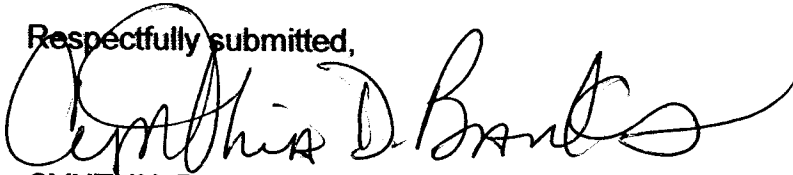
Beginning Fiscal Year 2003-04, CSS entered into an agreement with the Auditor-Controller's office to conduct fiscal and contract compliance monitoring of all of its contractors within the Employment and Training Branch. The Auditor-Controller, utilizing their Master Agreement list, procures a contractor to conduct the on-site and follow-up visits. CSS is responsible for ensuring through its resolution process that the monitoring findings reported are resolved, training is provided to our contractors, if necessary, and that program policies are developed.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The recommended action will go beyond the provision of temporary employment to individuals affected by the wildfire disaster and assist them in obtaining training and permanent employment.

The Honorable Board of Supervisors  
November 30, 2004  
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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cynthia D. Banks". The signature is fluid and cursive, with a large initial "C" and a long, sweeping tail.

CYNTHIA D. BANKS  
Chief Deputy Director

Attachment (1)

c: David E. Janssen  
Raymond G. Fortner, Jr.  
J. Tyler McCauley



Contract # \_\_\_\_\_  
Amendment # \_\_\_\_\_

**COUNTY OF LOS ANGELES  
CONTRACT AMENDMENTS  
\_\_\_\_\_ GRANT PROGRAM**

This Amendment is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, by and between the County of Los Angeles, hereinafter referred to as the "County" by and through its Department of Community and Senior Services (hereinafter referred to as "CSS"), and \_\_\_\_\_ (hereinafter referred to as the "Contractor").

**PREAMBLE**

**WHEREAS**, the parties hereto have previously entered into a Contract on \_\_\_\_\_ for an amount not to exceed \$ \_\_\_\_\_ pursuant to the [name of State/ federal act/program] ([citation]) (hereinafter, the "Program") was implemented to provide services to \_\_\_\_\_; and,

[**WHEREAS**, CSS has been delegated authority to increase or decrease contract amounts based on contractor's performance and availability of funding provided that the amount of change does not exceed \_\_\_\_\_% of the original amount; and] [**WHEREAS**, the County has determined that Contractor is currently performing in a manner which indicates its ability to effectively provide the necessary additional services, and that funding to continue such services is currently available; and] [OR]

[**WHEREAS**, the State of California has awarded additional funds under the National Emergency Grant (NEG) funds to augment the cleanup and restoration efforts in the wake of the wildfires and mudslides by providing training and reemployment assistance; and]

[**WHEREAS**, the Contractor is qualified to provide the training and reemployment assistance to participants currently receiving services under the NEG grant; and]

**WHEREAS**, the parties hereto desire to amend said Contract and its Exhibits in accordance with the terms and conditions set forth below.

**NOW THEREFORE**, the parties hereto agree as follows:

- I. **Subsection (a) of SECTION 1. APPLICABLE DOCUMENTS** are hereby amended by adding new/revised documents, which are attached hereto, and which will reflect the time extension and/or increase in services, as applicable:
- (1) Statement of Work (Exhibit C)
  - (2) Budget (Exhibit D)
  - (3) Performance Requirements (Exhibit E)

II. **SECTION 3. COUNTY FISCAL OBLIGATION** is amended in its entirety as follows:

- (1) The County agrees to reimburse the Contractor for satisfactory provision of services identified in the Statement of Work (**Exhibit C**) in accordance with relevant invoicing policies and procedures set forth in this Contract; provided, however, that the amount obligated and paid to the Contractor by the County shall not exceed \_\_\_\_\_ dollars (\$\_\_\_\_\_.00) during the term of this Contract.
- (2) *[Notwithstanding any other provision in this Contract, funding previously allocated to Contractor in the amount of \$\_\_\_\_\_ (\$\_\_\_\_\_ in \_\_\_\_\_ grant funds) shall be invoiced and tracked separately from the \$\_\_\_\_\_ allocated to the Contractor for training and reemployment assistance under this Amendment.]*

III. **SECTION 5. TERM** is amended in its entirety to read as follows:

The term of this Contract shall commence on \_\_\_\_\_, 200\_\_ and terminate no later than \_\_\_\_\_, 200\_\_, except as otherwise provided in this Contract.

- IV. Except as expressly modified by this Amendment, the unaffected terms and conditions of the original contract shall remain valid, binding, and enforceable against the parties.

**IN WITNESS WHEREOF**, the County of Los Angeles, by and through its department of Community and Senior Services, have caused this Amendment to be executed on their behalf by their duly authorized representative. The person signing on behalf of Contractor warrants under penalty of perjury that he or she is authorized to bind the Contractor.

**COUNTY OF LOS ANGELES**

By: \_\_\_\_\_  
Cynthia Banks, Chief Deputy Director  
Community & Senior Services

Approved as to Form:

**OFFICE OF THE COUNTY COUNSEL**

By: \_\_\_\_\_  
Deputy

**CONTRACTOR**

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print or Type Name)

\_\_\_\_\_  
(Title)



## **LOS ANGELES COUNTY**

### **WORKFORCE INVESTMENT ACT (WIA) TITLE 1 PROGRAM**

#### **STATEMENT OF WORK FOR THE National Emergency Grant Funds**

##### **Exhibit C**

##### **General Comments and Conditions Relating to the NEG Disaster**

##### **Sub grant for the Southern California Wildfires**

The award is made to the County as the primary Project Operator. The County may deobligate and reobligate funds to affected areas and service providers in order to ensure the funds are where they need to be in order to fulfill the purposes of this grant and to ensure that workers needing assistance are receiving it.

##### **Coordination**

##### **Federal Emergency Management Agency (FEMA)**

The subgrantee should coordinate the activities funded under this grant with those funded by and/or performed under the auspices of FEMA in order to ensure non-duplication and maintenance of effort.

##### **Other Federal Assistance Programs**

The Small Business Administration, Department of Agriculture, the Department of Health and Human Services and other Federal Agencies provide a variety of needed services in the Disaster Area. The project staff should be aware of available services that may be needed by participants and be able to make the appropriate referral.

##### **Other Emergency Services**

Local emergency transportation services. With the destruction of many cars, temporary transportation systems are sometimes established to transport workers to disaster work sites and other community services. Project staff should be able to provide information about such systems to participants, as appropriate,

Other workforce development services, frequently other workforce development services are available through a variety of sources, including the U.S. Department of Labor. Project staff should be able to provide information about such additional services to participants, as appropriate, and should coordinate services under this grant to ensure that services are not being duplicated or that participants are receiving the same assistance from more than one resource.

### **Local Workforce Boards and Chief Elected Officials**

All assistance provided under this grant must be coordinated with the local WIA workforce system (board and chief elected officials).

### **Eligible Participants**

The primary purpose of this grant is to create temporary jobs to assist in the cleanup and restoration efforts as a result of the disaster. Priority to participate in the grant shall first be given to those workers who have experienced temporary or permanent job loss or the inability to work as a result of the disruption to business activities caused by the disaster event. Other eligible dislocated workers and the long-term unemployed may also be served with these funds provided they meet the eligibility requirements as set forth at sections 101(9) and 173 (d)(2) and (3) of the Workforce Investment Act (WIA), and as further defined by the State's policies regarding participant eligibility for WIA, Title I assistance and the long-term unemployed.

#### **Self-certification –**

Because of the circumstances surrounding the disaster, documentation of eligibility may be difficult to obtain, The State is prepared to accept an individual's signed certification that they meet the eligibility criteria. However, as soon as practical, project staff shall provide for regular eligibility verification, and shall take prompt action where an ineligible participant is identified.

#### **Residency –**

There is no eligibility or selection criteria based on workers' place of residence. While it is expected that affected workers and their jobs will generally be from those areas officially declared disaster areas by the Federal Government, individuals who worked in the disaster area and who were dislocated as a result of the disaster are eligible under this grant. The geographic areas designated by the State for cleanup must 1) have received a Public Assistance declaration from FEMA and 2) be listed in the fully documented project plan to be submitted to the Department.

### **Eligible Activities**

Use of these funds is limited to the creation of temporary jobs (as described below), appropriate supportive services, and the administrative and other allowable costs associated with the implementation of the temporary jobs creation program. Grant funds may not be used for other activities (such as needs-related payments, retraining, job search, etc.) prior to the submittal and approval of a fully documented project plan, or a subsequent modification.

The temporary jobs must be concentrated in those areas experiencing the most severe damage to public facilities and infrastructure. The jobs may be designed to assist in clean-up, repair and reconstruction of public and private non-profit property in order to enable the resumption of regular business activities and employment disrupted by the disaster event. The jobs may also provide needed temporary public services

(augmenting the capacity of existing public employees wherever needed) and humanitarian assistance caused by the disaster event, consistent with ETA guidelines and limitations.

It is the goal of disaster projects after the clean-up activities are completed to return workers laid off as a result of the disaster to their prior employment, to the extent possible. However, as stated above, for workers who are permanently dislocated, the State may, through its submittal of the fully documented proposal or a subsequent modification, request to amend the grant to provide for employment-related transition assistance to return them to the unsubsidized workforce as soon as possible. At that time, the State will inform subgrantees of other program-related performance measures that will be established.

The subgrantee may propose the use of grant funds for other activities that are allowable under WIA. These should be described in the fully documented project plan (including budget) that is submitted to the State,

### **Supportive Services**

Such services are authorized to enable an individual to participate in the project. They may include: reimbursement or payment for such costs as child care, transportation to and from the job, meals while working, work-related physical examinations and medical treatment, etc. In addition, personal safety equipment and other work-related equipment are authorized including such items as work gloves, steel-toed boots, hard hats, uniforms, small tools, etc., required for the participant to be employed in the jobs related to the cleanup.

### **Equipment**

The leasing of heavy equipment to be used in cleanup activities should be left to FEMA, which has extensive experience in obtaining and/or leasing equipment in the aftermath of disasters. WIA prohibits the use of funds appropriated under this Act for purposes for which other federal, state, local or other resources are available. (WIA Sec. 195(2))

### **Performance Outcomes**

The primary initial activity under this grant will be the placement of individuals in temporary jobs related to assisting the communities recover from the natural disaster events. Monitoring will be conducted by the State to ensure that the work sites and related activities are consistent with the provisions of applicable federal statute and regulations. However, for those workers who were temporarily dislocated as a result of the disaster and will not return to their layoff jobs at the completion of the clean-up work, the grantee is expected to determine what other re-employment assistance is required and incorporate such services in a modification request for the disaster grant. Disaster projects will be required to achieve performance outcomes regarding entered employment rates and wage replacement rates consistent with the Government Performance Review Act process and negotiated State performance goals.

## **Eligible Worksites**

As stated above, the purpose of the temporary jobs is to restore the public infrastructure and services so that regular business and employment activities can be resumed. The State expects that the subgrantee will prioritize the work sites for temporary jobs such that the highest priority is for public facilities that have been most severely damaged.

The second priority is for private non-profit facilities that have the highest impact on providing needed temporary services and/or restoring public services, etc. In general, worksites will be limited to public and private non-profit facilities and property.

However, as determined by the extenuating circumstances of the disaster for which Title I funds are being provided, the Department is prepared to authorize, on a case-by-case basis, repair and restoration activities on private property under certain limited conditions. For a private property worksite to be considered, all of the following conditions must be met:

1. work may be performed on private land or homes if the non-WIA employees of the employing unit or if State or local government workers are authorized to do the same work and are in fact engaged in performing the work using non-WIA funds;
2. work on private land or buildings can be performed to remove health and safety hazards to the larger community;
3. the only work that can be done is work to return a home to a safe and habitable level -- not to do home improvements;
4. work may only be performed on the homes of economically disadvantaged individuals who are eligible for the federally funded weatherization program;
5. priority should be given for service to the elderly and individuals with disabilities;
6. WIA funds will not be used for the cost of materials to do repairs; and
7. work must be disaster-related and not related to general home improvements.

In addition the subgrantee must have in place procedures to ensure compliance with non-duplication and maintenance of effort as required by the WIA statute. The subgrantee must have in place a plan to recover WIA funds which have been expended for activities or services for which other funds are available.) This includes, but is not limited to: HUD, FEMA, public or private insurance, donated time and construction workers employed by private for profit firms where resources are available to provide for such employment.

Compliance with the Labor Standards provisions as required in the WIA regulations at CFR 667.272 (Federal Register, August 11, 2000),

**Limitations on Duration of Participation and Wages**

Temporary jobs created under this grant shall be in public or private non-profit agencies. Eligible dislocated workers temporarily dislocated due to the disaster and long-term unemployed individuals may not be employed in temporary jobs under this grant for more than six months, or 1,040 hours related to recovery from a single natural disaster. The maximum wage paid to any one participant is \$12,000 (excluding fringe). The subgrantee must have in place a tracking system which will alert service providers when each participant has met the maximum time or wage limit, whichever comes first.

**Rate of Pay**

Participants must be paid the higher of the federal, state or local minimum wage, or the prevailing rates of pay for other individuals employed in similar occupations by the same employer. Overtime B Participants may work overtime (subject to regulations of the Fair Labor Standards Act with respect to level of compensation), provided that this is part of the design of the project and regular employees of the employer in question are also working overtime, subject to the limit on level of compensation for workers under this project.

**Workers' Compensation**

Workers' compensation benefits, in accordance with State law, shall be available to participants. Where a participant is not covered under State workers' compensation law, the participant shall be provided with adequate on-site medical and accident insurance for work-related activities. For work-related activities, income maintenance coverage is not required for the participant. (WIA Sec. 181 (b)(4))

**Health Benefits**

All participants shall be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work. (WIA Sec. 181(b)(5)) If the employer has different policies for temporary employees than for full-time employees, these policies may apply to these participants since the jobs under this grant are classified as temporary.

**Retirement**

No contributions to retirement funds shall be made on the behalf of project participants from grant funds,

**Health and Safety Standards**

State and Federal standards, otherwise applicable to working conditions of employees, shall be applicable to working conditions of participants. Where a participant is engaged in activities not covered under the Occupational Safety and Health Act of 1970, as amended, the participant shall not be required or permitted to work, be trained, or receive services in buildings or surroundings or working conditions that are unsanitary, hazardous, or dangerous to the participants' health or safety. A participant employed or

trained for inherently dangerous occupations, e.g., fire or police jobs, shall be assigned to work in accordance with reasonable safety practices, (WIA Sec. 181 (b)(4))

### **Procurement**

Grantees are subject to the WIA administrative rules, including the administrative requirements at 29 CFR Part 97, Sole source procurement, if authorized by State and local policies, may be used to enable the project to become operational in a timely manner, given the critical nature of the project.

### **Use of WIA Formula funds**

Title I formula dislocated worker funds may be used to support the disaster project. However, under no circumstances may formula funds be used to fund the temporary jobs (public service employment) that are specifically prohibited under WIA except in limited programs, including NEG disaster projects. However, formula funds may be used to perform outreach, eligibility determinations and assessment, as well as supportive services for those who meet the WIA Title I eligibility requirements. Once service strategies and individual assessments have been completed, adult or dislocated worker formula funds may also be used to provide training and other re-employment assistance for those individuals who meet eligibility requirements under the formula program.

### **Reporting Requirements**

In addition to the standard reporting requirement for this grant, the subgrantee must provide monthly reports to the State starting January 5, 2004, and continuing through the end of the temporary job component of grant activities. The reports shall include:

- Total participants enrolled to date;

- Total participants currently in temporary jobs;

- Significant changes in impact, as determined by the subgrantee, not previously reported;

- Types of services being provided by participants in temporary jobs;
- Types of activities being performed;

- Any significant event that occurred during the reporting period,
- Total expenditures to date and the number of monitoring visits.

This report shall be submitted by e-mail and fax to the assigned Regional Advisor by the 5th working day after the end of each reporting period.

A Project Close-out Report shall be submitted by the subgrantee within 45 days of the end of the project. This report shall be submitted using the standard reporting forms. A brief narrative outlining the highlights, problems encountered, and recommendations regarding the effectiveness of this type of approach and any changes to be considered should be included with this final report.

**PREAMBLE  
FOR HEALTH AND HUMAN SERVICES  
CONTRACTS AND REQUEST FOR PROPOSALS (RFP'S)**

**Contracts – Insert as first section in Exhibit A, “Statement Of Work”  
RFP’S – Insert as first section under “Introduction” heading**

**The Preamble is required in all County New Directions Task Force (NDTF) Health And Human Services (H&HS) Member Departments’ contracts and RFP’s. The Preamble establishes that the basis for all County H&HS contracts is the provision of the highest level of quality services to improve outcomes for children and families, and that the County and its contracting partners are the foundation for the provision of services and must share this commitment to excellence.**

**PREAMBLE**

For nearly a decade, the County has collaborated with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County’s contracting partners share the County and community’s commitment to provide health and human services that support achievement of the County’s vision, goals, values, and adopted outcomes. Key to these efforts is the integration of service delivery systems and the adoption of the Customer Service and Satisfaction Standards.

The County of Los Angeles’ Vision is to improve the quality of life in the County by providing responsive, efficient, and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, business and communities. This philosophy of teamwork and collaboration is anchored in the shared values of:

- |  |  |
|--|--|
| <input type="checkbox"/> Responsiveness  | <input type="checkbox"/> Integrity             |
| <input type="checkbox"/> Professionalism | <input type="checkbox"/> Commitment            |
| <input type="checkbox"/> Accountability  | <input type="checkbox"/> A Can-Do Attitude     |
| <input type="checkbox"/> Compassion      | <input type="checkbox"/> Respect for Diversity |

These shared values are encompassed in the County Strategic Plan’s eight goals: 1) Service Excellence; 2) Workforce Excellence; 3) Organizational Effectiveness; 4) Fiscal Responsibility; 5) Children and Families’ Well-Being; 6) Community Services; 7) Health and Mental Health; and 8) Public Safety. Improving the well-being of children and families requires coordination, collaboration, and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies, and community and contracting partners.

The basic conditions that represent the well-being we seek for all children and families in Los Angeles County are delineated in the following five outcomes, adopted by the Board of Supervisors in January 1993.

- Good Health;
- Economic Well-Being;
- Safety and Survival;
- Emotional and Social Well-Being; and
- Education and Workforce Readiness.

Recognizing no single strategy - in isolation - can achieve the County's outcomes of well-being for children and families, consensus has emerged among County and community leaders that making substantial improvements in integrating the County's health and human services system is necessary to significantly move toward achieving these outcomes. The County has also established the following values and goals for guiding this effort to integrate the health and human services delivery system:

- ✓ Families are treated with respect in every encounter they have with the health, educational, and social services systems.
- ✓ Families can easily access a broad range of services to address their needs, build on their strengths, and achieve their goals.
- ✓ There is no "wrong door": wherever a family enters the system is the right place.
- ✓ Families receive services tailored to their unique situations and needs.
- ✓ Service providers and advocates involve families in the process of determining service plans, and proactively provide families with coordinated and comprehensive information, services, and resources.
- ✓ The County service system is flexible, able to respond to service demands for both the Countywide population and specific population groups.
- ✓ The County service system acts to strengthen communities, recognizing that just as individuals live in families, families live in communities.
- ✓ In supporting families and communities, County agencies work seamlessly with public and private service providers, community-based organizations, and other community partners.
- ✓ County agencies and their partners work together seamlessly to demonstrate substantial progress towards making the system more strength-based, family-focused, culturally-competent, accessible, user-friendly, responsive, cohesive,



efficient, professional, and accountable.

- ✓ County agencies and their partners focus on administrative and operational enhancements to optimize the sharing of information, resources, and best practices while also protecting the privacy rights of families.
- ✓ County agencies and their partners pursue multi-disciplinary service delivery, a single service plan, staff development opportunities, infrastructure enhancements, customer service and satisfaction evaluation, and revenue maximization.
- ✓ County agencies and their partners create incentives to reinforce the direction toward service integration and a seamless service delivery system.
- ✓ The County human service system embraces a commitment to the disciplined pursuit of results accountability across systems. Specifically, any strategy designed to improve the County human services system for children and families should ultimately be judged by whether it helps achieve the County's five outcomes for children and families: good health, safety and survival, economic well-being, social and emotional well-being, and education and workforce readiness.

The County, its clients, contracting partners, and the community are working together to develop practical ways to make County services more accessible, customer friendly, better integrated, and outcome-focused. Several departments have identified shared themes in their strategic plans for achieving these goals including: making an effort to become more consumer/client-focused; valuing community partnerships and collaborations; emphasizing values and integrity; and using a strengths-based and multi-disciplinary team approach. County departments are also working to provide the Board of Supervisors and the community with a better understanding of how resources are being utilized, how well services are being provided, and what are the results of the services: is anyone better off?

The County of Los Angeles health and human service departments and their partners are working together to achieve the following ***Customer Service And Satisfaction Standards*** in support of improving outcomes for children and families.

#### *Personal Service Delivery*

The service delivery team – staff and volunteers – will treat customers and each other with courtesy, dignity, and respect.

- Introduce themselves by name
- Listen carefully and patiently to customers
- Be responsive to cultural and linguistic needs
- Explain procedures clearly

- Build on the strengths of families and communities

#### Service Access

Service providers will work proactively to facilitate customer access to services.

- Provide services as promptly as possible
- Provide clear directions and service information
- Outreach to the community and promote available services
- Involve families in service plan development
- Follow-up to ensure appropriate delivery of services

#### Service Environment

Service providers will deliver services in a clean, safe, and welcoming environment, which supports the effective delivery of services.

- Ensure a safe environment
- Ensure a professional atmosphere
- Display vision, mission, and values statements
- Provide a clean and comfortable waiting area
- Ensure privacy
- Post complaint and appeals procedures

The basis for all County health and human services contracts is the provision of the highest level of quality services that support improved outcomes for children and families. The County and its contracting partners must work together and share a commitment to achieve a common vision, goals, outcomes, and standards for providing services.

What is the number of temporary job slots created. General description of work required including program services, types of jobs and supportive services available.

1. Amount of funding that will *not* be used to pay wages/benefits of fire response workers
2. Listing of and anticipated lease cost of needed equipment
3. Description of process and timeline by which fire response workers will be recruited
4. Indication of the projected timeline for getting at least one third of the requested number of fire response workers on the job

5. Description of established linkages with other fire response entities in the local area
6. List of other resources provided from non-WIA source (if any) and proposed use in the project

**EXHIBIT D**

**LOS ANGELES COUNTY**

# **National Emergency Grant Program**

## **CONTRACT BUDGET FORMS**

**PY 2004-2005**

☐

**BUDGET INFORMATION SUMMARY**

☐

**LINE ITEM BUDGET**

☐

**COST ALLOCATION**

**COUNTY OF LOS ANGELES  
COMMUNITY AND SENIOR SERVICES  
NEG Program  
BUDGET INFORMATION SUMMARY**

Legal Name of Contractor \_\_\_\_\_ Contract Number: \_\_\_\_\_  
: \_\_\_\_\_ Contract Period: \_\_\_\_\_

**A. COST ACTIVITY SUMMARY**

TOTAL COST: \_\_\_\_\_

PROGRAM ACTIVITY	LEVERAGED RESOURCES	AMOUNT BUDGETED	% ALLOCATED
Program			
Administrative Costs			
TOTAL COSTS			

**B. MONTHLY EXPENDITURES OF COSTS BY ACTIVITY (CUMULATIVE)**

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Program												
Admin. Cost												
TOTALS												

**C. ALLOCATIONS BY SUPERVISORIAL DISTRICT**

Supervisory District 1	Supervisory District 1	Supervisory District 1	Supervisory District 1	Total

**COUNTY OF LOS ANGELES  
COMMUNITY AND SENIOR SERVICES  
NEG FY 2004-2005  
LINE ITEM BUDGET SUMMARY**

**NEG**

CONTRACT #: \_\_\_\_\_ Program: \_\_\_\_\_  
 Agency Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Prepared By: \_\_\_\_\_ Date Prepared: \_\_\_\_\_  
 Complete Budget Summary and all Schedule forms separately for each program.

LINE ITEM EXPENDITURES	TOTAL WIA COST	ADMIN. COST ≤ 3%	PROGRAM COST
<b>PERSONNEL COSTS</b>			
Salaries & Wages			
Fringe Benefits			
Sub-Total Personnel Costs			
<b>NON-PERSONNEL COSTS</b>			
Facility (Rent / Lease)			
Tenant Improvements (not included in lease)			
Utilities (telephone, ISP, gas, electricity, water)			
Janitorial Services / Maintenance Repairs			
Equipment (Purchase/ Lease)			
Indirect Cost Rate - attach current approved ltr. from Cognizant Agency			
Office supplies			

**COUNTY OF LOS ANGELES  
COMMUNITY AND SENIOR SERVICES  
NEG FY 2004-2005  
LINE ITEM BUDGET SUMMARY**

CONTRACT #: \_\_\_\_\_  
Agency Name: \_\_\_\_\_

Program: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Prepared By: \_\_\_\_\_  
Date Prepared: \_\_\_\_\_

Complete Budget Summary and all Schedule forms separately for each program.

LINE ITEM EXPENDITURES	TOTAL WIA COST	ADMIN. COST ≤ 3%	PROGRAM COST
<b>NON-PERSONNEL COSTS (continued)</b>			
Resource Room Materials			
Testing Materials (e.g. Background Checks)			
Advertising/ Marketing			
Insurance (name specific insurances charged)			
Travel related cost (mileage, lodging, meals)			
Conferences/training			
Customer incentives			
Support Services			
Work Experience			
OJT Employer reimbursement/training wages			
Customized Training			

**COUNTY OF LOS ANGELES  
COMMUNITY AND SENIOR SERVICES  
NEG FY 2004-2005  
LINE ITEM BUDGET SUMMARY**

CONTRACT #: \_\_\_\_\_ Program: \_\_\_\_\_  
 Agency Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Prepared By: \_\_\_\_\_ Date Prepared: \_\_\_\_\_  
 Complete Budget Summary and all Schedule forms separately for each program.

LINE ITEM EXPENDITURES	TOTAL WIA COST	ADMIN. COST ≤ 3%	PROGRAM COST
<b>NON-PERSONNEL COSTS (continued)</b>			
Individual Training Accounts/Tuition Rates			
Subcontractors (include in Non-Personnel Schedule)			
Professional Service/Consultant			
Profit (for PROFIT organizations only)			
Business Services Set-Aside (1% of Allocation)			
- Other (specify)			
- Other (specify)			
- Other (specify)			
- Other (specify)			
Sub-Total Non-Personnel Costs			
<b>GRAND TOTAL</b>			



Date Prepared: \_\_\_\_\_

Include tenant improvement costs that are additional to your monthly lease. Also include all subcontractor costs.

[illegible]





**COUNTY OF LOS ANGELES - COMMUNITY AND SENIOR SERVICES**  
**NEG**  
**CUSTOMER INVESTMENT PLAN**  
**REVENUE LISTING - Fiscal Year 2004-2005**

Contract #: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

List all revenue coming to the WorkSource (Include foundation grants and donations)

	<b>Revenue Source (Grant Title)</b>	<b>Dollar Amount</b>	<b>Grant Period Month /Day/ Year</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
<b>TOTAL</b>		<b>\$</b>	

**COUNTY OF LOS ANGELES - COMMUNITY AND SENIOR SERVICES**  
**NEG**

## PERSONNEL JOB DESCRIPTION

**(Complete a separate form for each program title/budgeted position)**

**AGENCY NAME:** \_\_\_\_\_

**PROGRAM:** NEG

**POSITION TITLE:** \_\_\_\_\_

**Directions: Provide a concise summary of job responsibilities\technical skills for each position charged to this program. Separate duties under Administrative or Program**

**(Use a separate form for each position budgeted/Attach add'l forms as needed.)**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**COUNTY OF LOS ANGELES - COMMUNITY AND SENIOR SERVICES**  
**NEG**

## CONSULTANT JOB DESCRIPTION

**(Complete a separate form for each program title/budgeted position)**

**AGENCY NAME:** \_\_\_\_\_

**PROGRAM:**

**POSITION TITLE:** \_\_\_\_\_

**Directions: Provide a concise summary of job responsibilities\technical skills for each position charged to this program. Separate duties under Administrative or Program**

**(Use a separate form for each position budgeted/Attach add'l forms as needed.)**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## COST ALLOCATION PLAN FY 2004-2005

NAME \_\_\_\_\_

LEGAL NAME AGENCY \_\_\_\_\_

Contract Year: 2003-2004			Program Names and %Distributed					
ITEM OF COST	Monthly Salary	# Mo.	WIA			ALLOCATION METHOD	TRAINING & SUPPORT SERVICES	SUPPORTING DOCUMENTATION
Salaries								
							\$	
							\$	
							\$	
							\$	
							\$	
							\$	
<b>Total Salaries</b>								
Benefits								
<b>Total Fringe Benefits</b>								
<b>Total Salaries &amp; Fringe Benefits</b>								
Pooled Cost							\$	
							\$	
							\$	
							\$	
							\$	
							\$	
							\$	
<b>Total Pooled Cost</b>								
Direct Cost							\$	
							\$	
							\$	
							\$	
							\$	
<b>Total Direct Cost</b>								
<b>TOTAL NON- PERSONNEL COST</b>								
<b>TOTAL EXPENDITURES</b>								

**EXHIBIT E**

**LOS ANGELES COUNTY**

**WIA NATIONAL EMERGENCY GRANT**

**PY 2004-2005**

**Financial Reporting Forms**

**REQUEST FOR CASH**

**INVOICE**

**PROJECTED OPERATING EXPENSES**

**PARTICIPANT REPORT**



**COUNTY OF LOS ANGELES – COMMUNITY AND SENIOR SERVICES  
WIA NATIONAL EMERGENCY GRANT  
REQUEST FOR CASH**

Agency:		<b>CSS STAFF USE ONLY</b>	
Address:		Program Staff Review:	Date:
City:	State:	Fiscal Review:	Date:
Contract No.:		Fiscal Approval:	Date:
Request Period:	Req. No.:	Amount Paid:	Enc. No.:

COST REIMBURSEMENT			
	Administration Cost ≤ 3%	Program Costs	Grand TOTAL
<b>CURRENT BUDGET</b>			
Cash Received			
Cash Disbursed			
Cash Balance			
<b>Cash Requested</b>			

I certify that the information in this statement is correct to the best of my knowledge and the expenditures reflected herein are made in accordance with conditions of the subcontract. I also certify that all required payroll tax and income tax monies have been withheld from wages of persons employed by this organization to this date, and such funds have been held in a reserve fund or transmitted to local, state or federal officials as required by appropriate laws. I, as the authorized representative for this agency, by submitting this document attest to the truth and authenticity of the claims made and support documents represented.

Prepared By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COUNTY OF LOS ANGELES - COMMUNITY AND SENIOR SERVICES  
WORKFORCE INVESTMENT ACT  
INVOICE**

CONTRACT#: \_\_\_\_\_

Adult: ☐      Dislocated Worker: ☐

Invoice Period: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Phone: \_\_\_\_\_

CHARGES	RECAP OF COSTS		TOTAL
	Administration Cost ≤ 3%	Program	
<b><i>Current Budget</i></b>			
Prior Period			
Current Period			
Cumulative			
Projected Operating Expenses*			
<b>Total</b>			

\*Projected operating expenses must show up for the following month in the GL, reflecting that the expenses were booked.

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SCHEDULE FOR JUSTIFICATION OF PROJECTED OPERATING EXPENSES

Please complete the following questions to justify your request for Projected Operating Expenses.

A. What is the total amount of funds needed? (Not to exceed 1 months allocation)

---

B. What is the plan to expend the Funds based upon the following line items included in your budget? (i.e., Salaries, Rent, Equipment, etc.)

Budget Category	Amount Requested
Rent:	
Salaries:	
Benefits:	
Work Experience:	
Other (list)	
Other (list):	

C. What is the plan to expend the Funds based upon Activities? (i.e., Administration, Program Costs)  
Estimate the expenditures requested in this Schedule.

Category	Amount Requested
Administration Costs	
Program Costs	

### AGENCY

---

Authorized Signature

---

Date

### APPROVED BY CSS:

---

Program Manager Signature

---

Date

**COUNTY OF LOS ANGELES – COMMUNITY AND SENIOR SERVICES  
WIA NATIONAL EMERGENCY GRANT  
PARTICIPANT REPORT**

Agency Name:	
Address:	
City, State Zip:	
Contract No.	Reporting Month/Yr

CUMMULATIVE	Jan 2005	Feb 2005	Mar 2005	Apr 2005	May 2005	June 2005	Jul 2005	Aug 2005	Sep 2005b
No. Participants In Work Experience									
No Participants Receiving Support Services									

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_